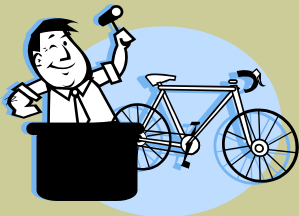# Brickyard News

Special points of interest:

- LPAA Personnel Update
- Special Auction
- Filtered Reports
- Important Announcements
- October Training Schedule

Auction Information

The next auctions will be held on October 13 & November 10. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the auction brochure and buyers guide, please view our website the week of the auction.

Louisiana Property Assistance Agency

LPAA Personnel Update

LPAA is excited to welcome a new addition to our staff. Jeremy Rist comes to us as the new Logistics Supervisor. He has stepped into Floy Dean's former position and is working hard to learn everything he needs to know to assist you with your Surplus Pick-Up requests. He can be reached at 225-342-3407.

FARM EQUIPMENT SURPLUS AUCTION– SEPTEMBER 29, 2012

Is your tractor breaking down? Do you need a new ATV? Is your trailer barely hanging on? If so, join us for a special auction on September 29, 2012 in Monroe, Louisiana. The auction is being held at the Department of Agriculture and Forestry located at 756 US-80 East, Monroe, LA 71203. This auction is open to the general public and in order to register and bid you must have a valid picture ID. The Auction will start at 10:00 am with the gate opening at 8:00 am. Inspection will be September 26, 27 and 28 from 8:00 am—4:00 pm. We hope to see you there!!

How to run a Filtered Report

Learning to run a filtered report can make your life as an AMS user much easier! Many people shy away from using extra features like creating filtered reports because they aren't sure of what to do. Running filtered reports is so simple that once you learn you'll wonder what you were ever afraid of.

You can access the Filtered Reports Screen from two places. By clicking on **Create New Report** under the **Reports** tab or by clicking on **Advanced Search** under the **Asset** tab.

Filter Column
Once you are on the **Filter Report Page**, the first column you will see is the **Filter Column**. This column will list all of the fields on an Asset Detail, Equipment Detail or Vehicle Detail. The filter column allows you to choose the field on which the filter operator will be applied.

Filter Operators
The second column on the page is the **Filter Operator**. There are many choices under this column. Below you will find a few operators that are most useful.

♦ **equals**– This will match assets where the field value is exactly equal to the value you specify in the **Filter Expression** Field. For example, if you enter Status for the filter column, equals in the filter operator and Active in the filter expression, then only active assets will be included.

♦ **is not blank**– This will match assets where the field value has a value. For example, if you enter Serial Number in the filter column, and enter the filter operator 'is not blank', then your report would include all assets that have a serial number.

♦ **contains/does not contain**- These operators allow you to include assets based on partial matching of field values. For example, if you want to include all assets that contain the word computer anywhere in their description, you would enter Description in the filter column, Contains as the Filter Operator and Filter Expression as computer.

Filter Expression
The third column is **Filter Expression** is the specific criteria for the filter. The entry has to relate to the filter column, for example, if the filter column is location, the filter operator is equals, then the filter expression has to be one of your locations for the report to run successfully.

In order to have the most success when running filtered reports we suggest always starting with this standard filter row. Starting all filtered reports like this will insure that you are including all assets for your agency in the report.

In addition to creating your own custom filtered reports, there are some reports that come with the ability to add filter rows or manipulate them to appear the way you want them to. These reports are: Asset Report (Landscape), Asset Report by Location, Computer Equip Asset Report and Persons Responsible Report. These reports, along with reports that you create by using filters can be further manipulated to your needs by using the **Edit Report** menu to the left of the filter rows.

While there are several options on the **Edit Report** menu, the most commonly used and most helpful is **Display**.
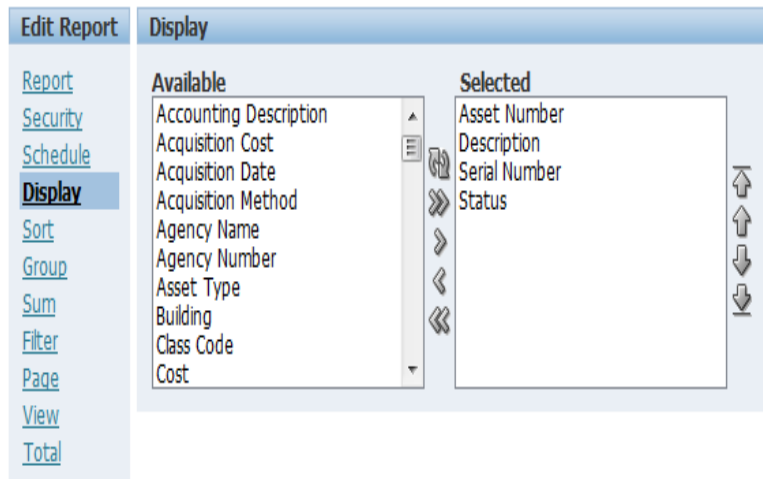
- ◆ **Display**– This section allows you to choose which fields you want to display on the report. The box labeled **Selected** on the right lists all of the fields included on report. The order in which they are listed is the order that they will appear on the report. You can adjust the order of the fields by highlighting a field and clicking the up or down arrow to the right of the box to move the field up or down. The box on the left labeled **Available** displays additional fields not currently included on the report. You can move fields between the **Available** and **Selected** boxes by double clicking on the field (or by highlighting a field and clicking the left or right arrows displayed between the two boxes). The list of available fields is the same as the Filter Column, which include all the asset, equipment, and vehicle records.

Sample Reports
Searching a partial Serial Number

Searching person responsible for laptops in a location

Searching for computers over $2,000.

	Filter Column	Filter Operator	Filter Expression
☐	Description	contains	computer
☐	Accounting Cost	greater than	2000

Important Announcements
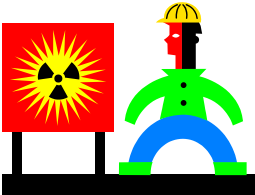
Hazardous Items

There are a few items that LPAA will not accept because they are considered hazardous. Included in this list are tanks, bottles and/or containers with hazardous material still inside. Also, in light of the recent Hurricane we would like to remind everyone that items with mold cannot be surplused either. Additionally, items that produce ionizing radiation must be rendered incapable of generating such radiation prior to being surplused. If you are unsure as to whether an item is safe to surplus, please contact the compliance office at 225-342-6853.

Warehouse Inventory Delivery & Pick-Up Schedule

LPAA will be conducting inventory in our warehouse the week of October 8– 12th. There will be no surplus deliveries or pick-ups from October 4 through 11th . Normal warehouse activities will resume on October 12, 2012. If you have any questions concerning these dates, please contact Jeremy Rist at 225-342-3407 for questions about pick-ups or Dedra Matthews at 225-342-6857 for questions about deliveries.

October Training Schedule

The **training schedule** has been set for October. If you would like to attend property/fleet or AMS training, you can sign up through LPAA's website at **www.doa.la.gov/lpaa/training.htm**. The dates and times of each class are listed below:

Type	Instructor	Location	Date	Time
AMS 8	Whitney Williams	LPAA	October 24 , 2012	8:30 am — 11:30 am
Property Rules & Regulations	Tom Lohman	LPAA	October 24, 2012	12:30 pm — 3:30 pm
Fleet Rules & Regulations	Tom Lohman	LPAA	October 25, 2012	8:30 am — 11:30 pm

If you have any questions that you would like reviewed in detail in the Brickyard News, send an email to whitney.williams@la.gov.